Hot Cutting Knife	SAFE WORK METHOD ST	ATEMENT (SWMS)							
ТА	SK OR ACTIVITY: Hot Cutting Kr	nife							
Business Name:		ABN:	SWMS#						
Business Address:									
Contact Person:	Phone:	E ail:							
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY 1								
THIS SAFE WORK METHOD STATEMENT IS APPROX 'D BY THE PCL 'OF TPC AROJECT Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under triag (PCL V) is required to encode that a safe work method statement (SWMS) is prepared before the proposed work starts.									
Full Name:									
Signature:	NX	Title:	Date:						
Details of the person(s) responsible for ensuring implementation, monitoring a	poliance the VMS a well as review	s and modifications of the SWMS.							
Full Name:		Title:	Phone:						
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE						
Safety meetings or toolbox talks will be sched and in account with egislative requirements to first identify any site hazards, such a comparing hicas those hazards and then to further take steps to either eliminate or contrast each hazard.									
If an incident or a near miss occurs, all work must stop an attely. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.									
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.									
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.									



CLIENT OR PRINCIPAL CONTRACTOR DETAILS						
Client:	SCOPE OF WORKS					
Project Name:						
Project Address:						
Project Manager:						
Contact Phone:						
Date SWMS supplied to Project Manager:						
ANY HIGH-RISK CONSTRUC						
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping					
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines					
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services					
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere					
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete					
involves structural alteration or repair that quires terminary supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor					
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant					
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.					
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.					
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY					



	RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	000DF			HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution			
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.			
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard			
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.			

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
Permit or Licenses Requirements			Mandatory Qualifications and Training								



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Sharp edges, Furnes	2М	 Proper Training: Ensure all personnel when when when we operating the hot cutting knife have received adequate training in its safe use, handling, and maint since. Personal Protective Equipment (PPE): Require there's to wear appropriate PPE, such as safety gloves, goggles, and respiratory masks, to protect again bossible injurts from sharp edges and inhalation of furmes. Inspect Equipment: Perularly wheet the hot cutting use for damage or wear, ensuring it is in good working condition where when use. Ventilation we the hot come with use. Ventilation we the hot come with use. No furmes and an order of the edge of the	1L
2. Setting up Equipment	Setting up Equipment Electric shocks, Crush injuries 3		 Ensuring that all equipment is regularly inspected and maintained by a qualified technician to identify and rectify any electrical faults, thus preventing electric shocks. Providing proper training for workers on the correct setup procedure of the hot cutting knife equipment, reducing the risk of crush injuries when setting up the equipment. Use of personal protective equipment (PPE) such as insulated gloves and safety footwear to protect against potential electric shocks and crush injuries during the setup process. Implementing a lockout/tagout procedure during the setup process to ensure that the equipment remains powered off until set up is complete, minimising the risk of electric shocks. Clearly marking and isolating any live electrical components, such as cables or switches, during setup to reduce the risk of accidental electric shocks. Ensuring an adequate workspace around the hot cutting knife equipment, allowing workers to safely move and position equipment without risking crush injuries from other objects in the area. 	2M

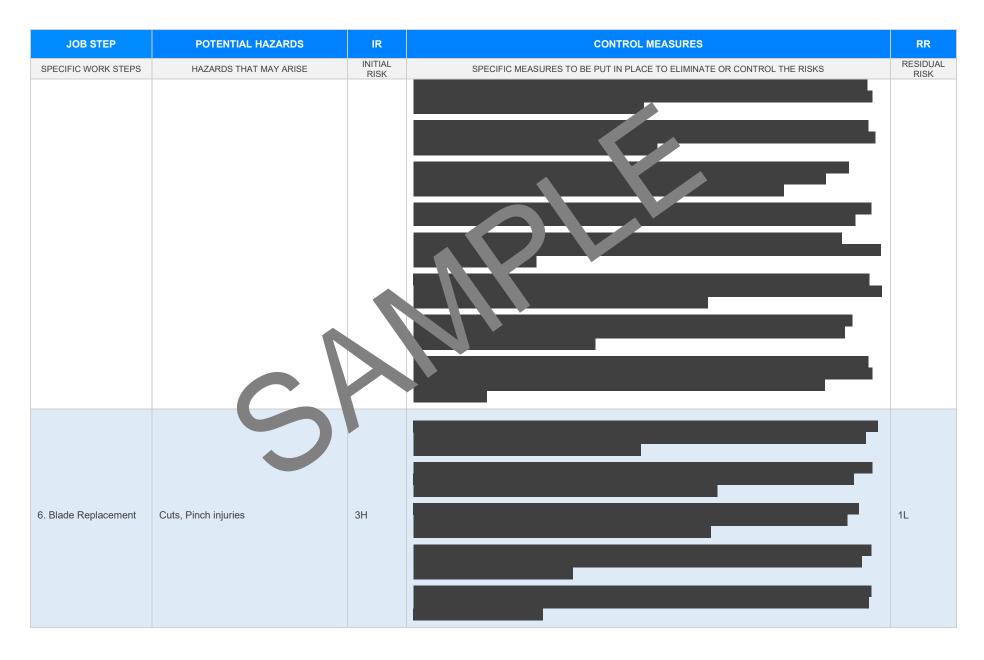


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE INITIAL RISK		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	
			- Using appropriate lifting techniques and equipment when moving heavy components during the setup process, which can prevent crush injuries caused by poor manual handling.		
			- Designing a well-organised layout for the hot cutting knife workspace, so that any potential hazards are minimised or eliminated during the setup proce		
			- Installing safety guarding or barriers for put points or the ving parts of the hot cutting knife equipment that could cause crush injuries, ensuring the, we prove before use.		
			- Establishing an emergency stop system for the set cutting knife equipment, allowing workers to immediately halt operation in the set of any safety or the set of the set operation in the set of any safety or the set operation.		
			- Developing and enforcing states rd operating processes (SOPs) that outline the proper setup process for the hot cutting the set of accidents velated to electric shocks and crush injuries.		
			- Encouraging vorkers to communic, with a prother during the setup process and report any issues or hazards they counter, prohoting a structure safety and hazard awareness.		
			- Converting registration representation of the setup of a setup of the setup of th		
			Proper PE: Buy re that workers wear appropriate personal protective equipment (PPE) such as heat- resumt, oves, safety goggles, and long-sleeved shirts to minimise the risk of burns and eye injuries.		
			Pre-use prection: Prior to each use, inspect hot cutting knives for any visible damage or defects. maged equipment should not be used and must be reported to the supervisor immediately.		
			- Training and supervision: Provide proper training to all workers on the safe operation of hot cutting knives, and ensure that a competent supervisor is always present during hot cutting operations.		
			- Ventilation: Establish proper ventilation in the workplace to remove smoke and fumes generated by the hot cutting process, preventing exposure to workers.		
			- Safe work distance: Implement a safe work zone around the hot cutting area, keeping a minimum distance of 3 meters from other workers, flammable materials, and sources of ignition.		
3. Hot Cutting Process	Burns, Eye injuries	ЗН	 Emergency response plan: Develop and communicate an emergency response plan to all employees, including instructions for handling potential hazards such as fires, chemical exposures, and first aid procedures for burn treatment and eye injuries. 	1L	
			- Regular breaks: Encourage workers to take regular breaks when using hot cutting knives to reduce the risk of fatigue-related accidents and maintain concentration.		
			- Equipment maintenance: Implement a routine maintenance schedule for hot cutting knives to ensure optimal performance and avoid potential malfunctions, which may lead to accidents.		
			- Clutter-free environment: Keep the workspace organised and free of clutter and debris. This helps reduce tripping or slipping hazards, preventing workers from getting too close to hot cutting tools inadvertently.		
			 Communication and signage: Post clear signs and warnings around the hot cutting area, informing workers of potential hazards associated with the process. Ensure all workers understand the risks and have access to relevant safety information. 		

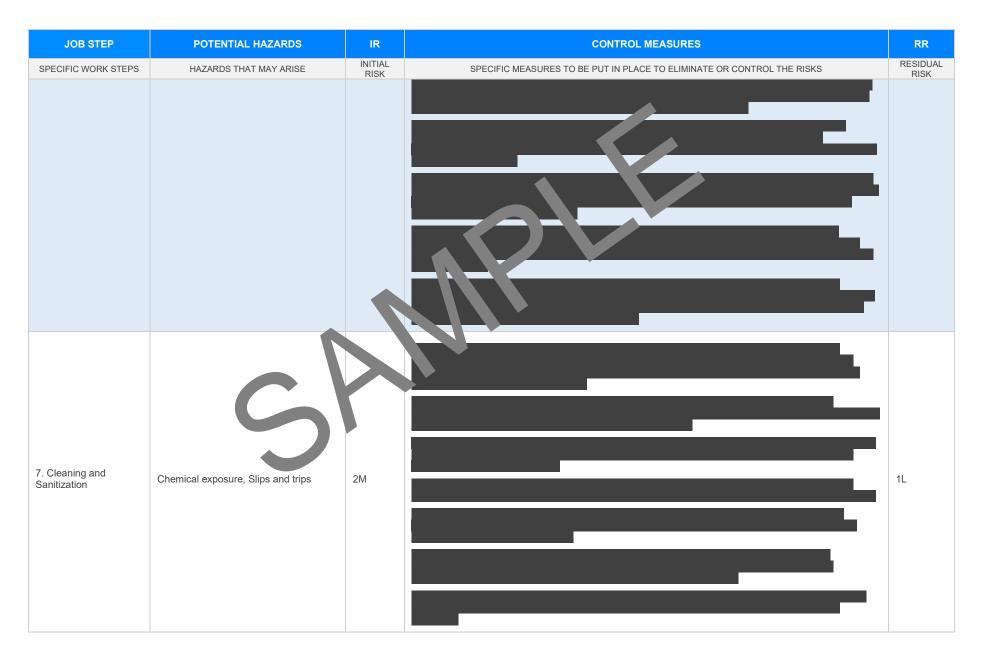


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
4. Material Handling	Manual handling injuries, Slips and trips	2М		1L
5. Maintenance	Electric shocks, Cuts	2M		1L

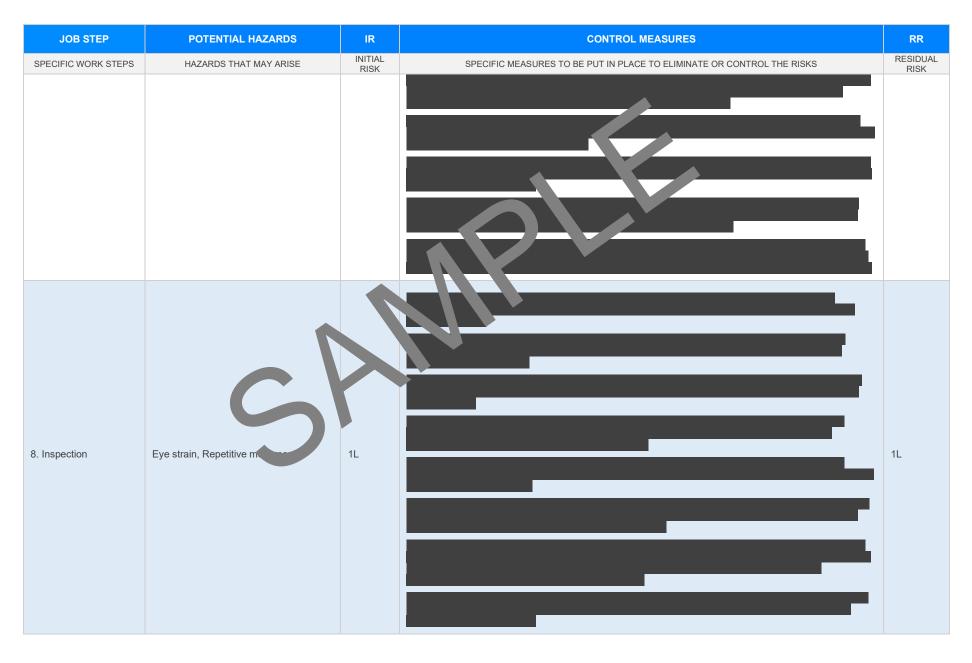




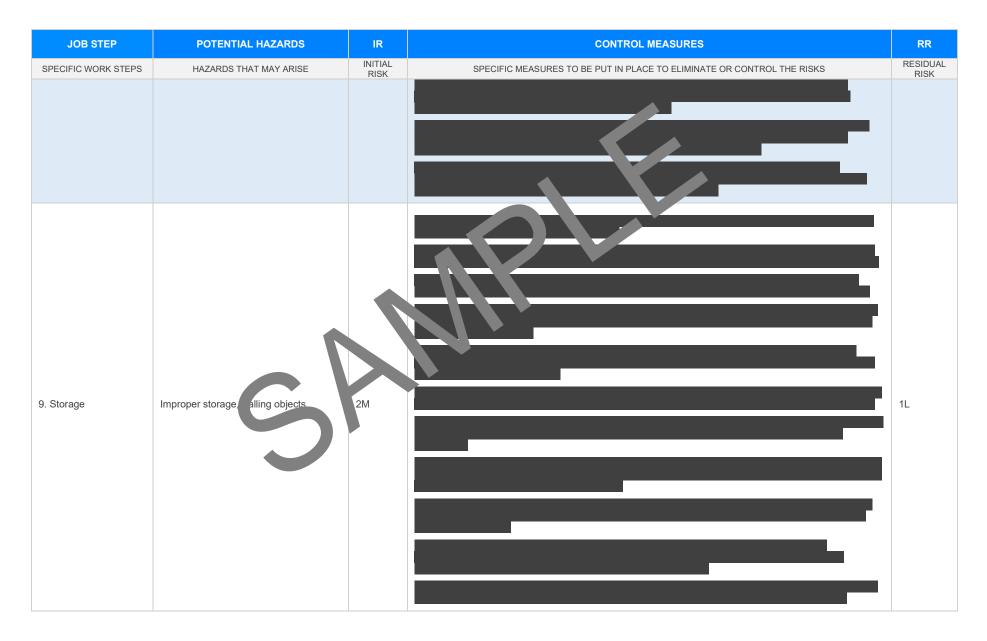








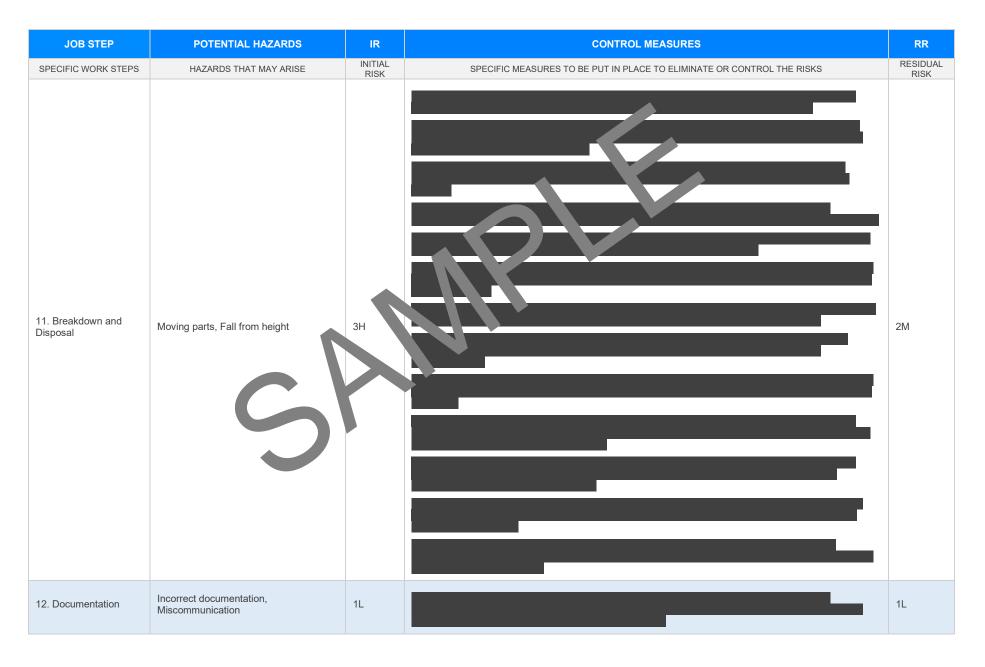






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Emergency Procedures	Insufficient evacuation prans, anic situations	ZM		1L





Version 2.5



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK

Version 2.5



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES DANY STATE DAT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health au Safety Act 2004 Occupational Health and onfety or gulations 2017 Legis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-ogulations</u> or thes on mactice VIC <u>actps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferriced-resources/compliance/weiplace-serv-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	 Managing noise and preventing hearing loss at work Confined spaces Labelling of workplace hazardous chemicals Managing risks of hazardous chemicals in the workplace Welding processes
Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\square	
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selection	\boxtimes	
Responsible person is assigned and listed on the property of the importation control measures.	\boxtimes	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be use	\boxtimes	
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE CO	MPLETED